

22 June 1949

STATINTL

TO : COLONEL J. G. LADD  
CHIEF, ENGINEER INTELLIGENCE DIVISION  
CORPS OF ENGINEERS

SUBJECT: Reimbursement for JANIS Reproduction

1. Reference is made to your letter dated 7 June 1949, your File No. 210C, addressed to the Director of Central Intelligence, concerning reimbursement for JANIS map reproduction, which was brought to my attention.

2. Based upon correspondence on record and a further complete study of this project, it is now understood by officials concerned with the administration of this program that the Central Intelligence Agency will reimburse the Army Map Service for this work, and in order to avoid future misunderstandings regarding reimbursements, all work requests that will be initiated by the Central Intelligence Agency after this date will be processed by official purchase orders.

3. We regret the inconvenience caused you by the return for cancellation of your Bill No. 777-49 in the amount of \$711.50. The voucher is being processed for payment.

S. R. SAUNDERS  
Budget Officer

cc: 210  
Sub. 111.  
Budget Branch  
Miscel Branch  
Services - Reproduction  
Supply

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22 June 1949

Instructions for Handling JANIS and NIS map reproduction requests that are scheduled for processing by the Army Map Service

1. This procedure is established for the purpose of assuring that funds will be available to meet reimbursement billings by the Army Map Service for certain JANIS and NIS map reproduction work requested by CIA and also that adequate administrative controls will be maintained for orderly financial processing.

2. Basic Intelligence, ORE, will continue to prepare letters of request as at present for both reimbursable and non-reimbursable work, as applicable, and will forward the original and one carbon to the Services Office, Reproduction Branch. In addition to complete job specifications, the letters will cite the allotment account symbol to be charged.

3. Reproduction Branch will estimate project costs as required, enter this amount upon both copies and forward the carbon to the ORE Administrative Officer for posting the estimated obligation to the memorandum allotment control record.

4. Reproduction Branch will retain the original request for its records and will process a standard requisition for supplies or service, Form No. 36-7, in the regular manner, and forward it to the Services Office, Supply Branch for preparation of a purchase order. Requisitions will specify the South Building as the delivery point.

5. Supply Branch will prepare the Agency purchase order on the basis of the requisition received from the Reproduction Branch. Following the usual procedure, P. O. obligation copies will be forwarded to the Fiscal Branch, Accounting Division. But deviating from the normal custom, the P. O. receiving copies that are usually sent to the warehouse will be forwarded to Reproduction Branch officials in the South Building which will be the receiving point for map reproduction materials processed by the Army Map Service.

6. Accounting Division will obligate funds in the regular manner, retaining the finance action copy and returning the copy stamped "encumbered" to the Supply Branch, indicating availability of funds.

7. Reproduction Branch will be responsible for receiving the finished product and transmitting receipt information for accounting purposes. Upon receipt of the requested material, the Reproduction Branch will enter appropriate receiving information upon the P. O. receiving copy

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and will transmit it together with any other applicable receiving documents to the Fiscal Branch, Fiscal Processing Division, Central Building.

8. In cases of partial deliveries, the Reproduction Branch will forward appropriate receiving data currently, by office memorandum, making reference to the commitment (P. O.) document by date, number and the allotment account symbol. The P. O. receiving copy will be held for reporting the information to the Fiscal Branch concerning final delivery.

9. As of this date, a number of work orders are in process at the Army Map Service for which no funds have been obligated. It is requested that the Reproduction Branch, in coordination with Basic Intelligence and the Supply Branch, assemble the pertinent information for obligation purposes including the JANIS and NIS reference numbers, work request dates and respective costs estimates of each, and deliver it to the Accounting Division.

E. R. SAUNDERS  
Budget Officer